

ಕರ್ನಾಟಕ ಕಲಾ, ವಾಣಿಜ್ಯ ಮತ್ತು ವಿಜ್ಞಾನ ಮಹಾವಿದ್ಯಾಲಯ, ಬೀದರ

(Affiliated to Gulbarga University, Kalaburagi)  
NAAC RE-ACCREDITED WITH 'A' Grade CGPA 3.24



Estd 1970

KARNATAK ARTS, SCIENCE & COMMERCE COLLEGE, BIDAR

College with Potential for Excellence Status Awarded by UGC New Delhi  
ISO 9001 : 2015

## KRE Society's Karnatak Arts, Science and Commerce College, Bidar



## Policy for Internal Examination

(w.e.f. from 2017, Revised on November 2022 as per NEP 2020)

## INTRODUCTION

Exams play an important role in determining students' academic performance and future career choices. In order to face competitive forces, ever-changing technology, and changing needs of industry and service sector, students must be equipped with the necessary skills and decision-making abilities. Hence, Internal examination policy aims to cover various types of assessments to evaluate students' various abilities, such as application and presentation skills, analysis, evaluation, and so on.

### Goals of the Policy:

- To ensure that internal examinations are conducted in an efficient and transparent manner in the best interests of students.
- To provide students and faculty with clear guidelines regarding internal examination procedures

### For the effective assessment of the programme the following procedures shall be followed:

- Student assessment should be as comprehensive as possible and provide meaningful and constructive feedback to faculty and student about the teaching-learning process;
- Assessment tasks need to evaluate the capacity to analyze and synthesize new information and concepts rather than simply recall information previously presented;
- The process of assessment should be carried on in a manner that encourages better student participation and rigorous study;
- Assessment should be a combination of continuous formative evaluation and an end-point summative evaluation;
- A range of tools and processes for assessment should be used (e.g. open book tests, portfolios, case study/assignments, seminars/presentations, field work, projects, dissertations, peer and self-assessment) in addition to the standard paper-pencil test. The teachers concerned shall conduct test/seminar/case study, etc. The students should be informed about the modalities well in advance. The evaluated courses/ assignments shall be immediately provided to the students;
- Paper-pencil tests should be designed rigorously using a range of tools and processes (e.g. constructed response, open ended items, multiple-choice with more than one correct answer). Faculty may provide options for a student to improve his/her performance in the continuous assessment mode.

## Internal Assessment under CBCS Mode

- There shall be two internal assessment tests as part of continuous assessment conducted in the middle and towards the end of each semester. There shall be no practical examination for SEC course. The students shall submit the practical records at the end of the semester for 10 marks and based on the contents of the records the subject teacher shall allot the marks as internal assessment.
- In the non-practical courses, the students shall submit the assignment for 10 marks as internal assessment (SEC). The Internal answer script shall be valued and marks will be awarded by concerned teachers. Course-wise consolidated statements of the marks of both the Internal Assessment Tests should be submitted to the registrar (evaluation). Gulbarga University in a sealed cover by the Principal of the College before the commencement of the theory examination.
- Additionally, faculty members should also evaluate the students through various academic activities such as seminar, assignments, project work and quiz etc.

Details	C1(First Internal Examination)	C2 (Second Internal Examination)
Time	1 Hour	1 Hours
Maximum Marks	10 for Practical ,20 for Theory	10 for Practical ,20 for Theory

## BLENDED MODE (BL) OF TEACHING-LEARNING

For the purpose of blended of mode of teaching-learning (BL) the UGC Concept Note on Blended Mode of Teaching-Learning may be adopted.

## CONTINUOUS FORMATIVE EVALUATION/ INTERNAL ASSESSMENT:

Total marks for each course shall be based on continuous assessments and semester end examinations in the following pattern:

Total Marks for each course	= 100 (Theory), 50 (Practical) Marks
Continuous assessment (C1)	= 20% (Theory), 25% (Practical) marks
Continuous assessment (C2)	= 20% (Theory), 25% (Practical) marks
Semester End Examination (C3)	= 60% (Theory), 50% (Practical) marks

**Evaluation process of IA marks shall be as follows:**

- The first component (C1) of assessment is for 20% (25%) of the total marks for theory (practical). This shall be based on test, assignment, seminar, case study, field work, project work etc. as shown in para (g) below. This assessment and score process shall be completed after completing 50% of syllabus of the course(s) and within 45 working days of semester program;
- The second component (C2) of assessment is for 20% (25%) of the total marks for theory (practical). This shall be based on test, assignment, seminar, case study, field work, internship/industrial practicum/project work, practical record book, etc. as shown in para (g) below. This assessment and score process shall be based on completion of remaining 50 percent of syllabus of the courses of the semester;
- During the 17th — 19th week of the semester, a semester end examination shall be conducted by the University for each Course. This forms the third and final component of assessment (C3) and the maximum marks for the final component shall be 60% (theory) and 50% (practical) of the total marks of the course/subject;
- In case of a student who has failed to attend the C1 or C2 on a scheduled date, it shall be deemed that the student has dropped the test. However, in case of a student who could not take the test on scheduled date due to genuine reasons, such a candidate may appeal to the Program Coordinator / Principal. The Program Coordinator /Principal in consultation with the concerned teacher shall decide about the genuineness of the case and decide to conduct special test to such candidate on the date suitable to the concerned teacher but before commencement of the concerned semester end examinations;
- For assignments, tests, case study analysis etc., of C1 and C2, the students should bring their own answer scripts (A4 size), graph sheets etc., required for such tests/assignments and these be stamped by the concerned department using their department seal at the time of conducting tests/assignment / work etc;

**The outline for continuous assessment activities for Component-I (C1) and Component-II (C2) of a course shall be as under:**

Activities	Theory			Practical		
	C1	C2	Total Marks	C1	C2	Total Marks
Session Test	15%	15%	30%	20%	20%	40%
Seminars/Presentations/Activity, etc	05%		05%		--	
Case study/Assignment/Field work/Project work etc.	--	05%	05%		--	
Practical Record Book i VW&	—	--	--	—	10%	10%
Total	20%	20%	40%	20%	30%	50%

- For practical course, Seminar shall not be compulsory, in its place, marks shall be awarded for Practical Record Maintenance;
- The teachers concerned shall conduct test/seminar/case study, etc. The students shall be informed about the modalities well in advance. The evaluated courses/ assignments during component I (C1) and component II (C2) of assessment are immediately provide o the candidates after obtaining acknowledgement in the register by the concerned teacher(s) and maintained by the Chairman in the case. of a University Post-Graduate Department and the Principal/Director in the case of affiliated institutions;
- Before commencement of the semester end examination, the evaluated test, assignment etc. of C1 and C2 shall be obtained back to maintain the same till the announcement of the results of the examination of the concerned semester;
- Project work /dissertation: The College shall conduct written IA examination for Project work /dissertation in the 14'h week for 40% of maximum marks allotted for each project work/dissertation. Duration of examination shall be 2 hour;
- The marks of the internal assessment shall be published on the notice board of the department / college for information of the students;
- The Internal assessment marks shall be communicated to the Registrar (Evaluation) at least 10 days before the commencement of the University examinations and the Registrar (E) shall have access to the records of such periodical assessments;
- There shall be no minimum in respect of internal assessment marks;
- Internal assessment marks may be recorded separately. A candidate, who has failed or rejected the result, shall retain the internal assessment marks.

#### CONDUCT OF EXAMINATIONS:

- A candidate shall register for all the courses/papers of a semester for which he/she fulfills the requirements, when he/she appears for examination of that semester for the first time.
- There shall be Theory and Practical examinations at the end of each semester, ordinarily during November-December for odd semesters and during May-June for even semesters, as prescribed in the Scheme of Examinations;
- Unless otherwise stated in the schemes of examination, practical examinations shall be conducted at the end of each semester. They shall be conducted by two examiners, one internal and one external and shall never be conducted by both internal examiners. The statement of marks sheet and the answer books of practical examinations shall be sent to the Registrar (Evaluation) by the Chief Superintendent/Principal/Head of the respective Colleges immediately after the completion of practical examinations;
- The candidate shall submit the record book for practical examination duly certified by the course teacher and the H.O.D/staff in-charge. It shall be evaluated at the end of the Semester at the practical examination.

## SEMESTER END EXAMINATION:

The semester-end examination, for 60% (theory) and 50% (practical) of maximum marks allotted for each paper, shall be conducted by the University after 16th week of the commencement of the semester. The University shall conduct the semester end examination for either odd or even semesters but not both simultaneously, unless otherwise specified:

- Duration of theory examination shall be 03 hours for 100 marks, per Course (including IA marks) having 3 to 4 credits;
- Duration of theory examination shall be 1.5 hours for 50 marks Course (including IA Marks) having the credits of less than 3;
- Duration of practical examination shall be 3 hours for 50 marks Course (including IA Marks) having the credits of less than 3;
- Each BUS, in consultation with the concerned Faculty, shall decide the pattern of question paper for uniformity for all the core courses and elective courses;
- Question papers shall be prepared by respective Board of Examiners (BoE);
- Preparation of Panel of Examiners, Constitution of Board of Examiners (BoE), Evaluation and Grading of Marks under the Semester Scheme (CBCS) shall be as per the existing ordinances and rules of the University;
- There shall be a single valuation for theory papers by the examiners from the panel examiners approved by the concerned BoS under the supervision of moderator who is in turn under the supervision of Chairman of BoE and
- Practical/evaluation of project/dissertation work/Field Work assessment shall be conducted before the commencement of theory examination at the concerned colleges by two examiners; one from the same college as internal examiner and other from other colleges appointed by University as external examiner. There may be two external examiners but not two internal examiners to conduct the examination. A pair of examiners shall conduct practical examinations for two batches per day having a maximum of 12 students in each batch.

## MINIMUM FOR A PASS:

- No candidate shall be declared to have passed the Semester Examination as the case may be under each course/paper unless he/she obtains not less than 35% marks in written examination/practical examination and 40% marks in the aggregate of written / practical examination and internal assessment put together in each of the courses and 40% marks (including IA) in Project work and viva wherever prescribed.
- A candidate shall be declared to have passed the program if he/she secures at least 40% of marks or a CGPA of 4.0 (Course Alpha-Sign Grade P) in the aggregate of both internal



assessment and semester end examination marks put together in each unit such as theory papers/practical/field work/internship/project work/dissertation/viva-voce, provided the candidate has secured at least 40% of marks in the semester end examinations in each unit.

- A candidate who passes the semester examinations in parts shall be eligible for only Class, CGPA and Alpha-Sign Grade but not for ranking.
- The results of the candidates who have passed the last semester examination but not passed the lower semester examinations shall be declared as NCL (Not Completed the Lower Semester Examinations). Such candidates shall be eligible for the degree only after completion of all the lower semester examinations.
- If a candidate fails in a subject, either in theory or in practical, he/she shall appear for that subject only at any subsequent regular examination, as prescribed for completing the programme. He/she shall obtain the minimum marks for a pass in that subject (theory and practical separately) as stated above.

#### **RANK AND GOLD MEDALS:**

- The candidates who pass all the semester examinations in the first attempt shall be eligible for award of rank provided they secure at least CGPA of 6.00 (Alpha-Sign Grade B).
- The University Ranks and Gold medals shall be awarded to both the students of 3 years Degree and 4 years Honor Degree
- A 4 years Honors Degree student shall be considered for the award of Rank and Gold Medal who completes the Honors Degree without a break.
- A student who completes a 3 years Degree without a break in the examination including lateral entry from other university/college and opt for exit shall be considered for the award of Medals and Ranks. However, this is not applicable for the award of classes like, Second/First class/Distinction to the students.
- There shall not be any provision for Rank and Gold Medal for the Certificate and Diploma candidates in the exit option.

#### **CARRY OVER:**

- Candidates who fail in lower semester examinations may go to the higher semesters and take the lower semester examinations.
- A candidate who fails in a lower semester examination may go to the higher semester. However, no candidate shall be permitted to take the:
  - Fifth semester examination unless he/she passes all the courses/papers of the first semester examination;
  - No candidate shall be permitted to take the sixth semester examination unless he/she passes all the courses/papers of the first and second semester examinations.

- No candidate shall be permitted to take the Seventh semester examination unless he/she passes all the papers of the first three semester examinations, and
- No candidate shall be permitted to take the eighth semester examination unless he/she passes all the papers of the first four semesters examinations

### CLASSIFICATION OF SUCCESSFUL CANDIDATES:

(a) An alpha-sign grade, the eight-point grading system, as described below shall be adopted.

(b) The declaration of result is based on the Semester Grade Point Average (SGPA) earned towards the end of each semester or the Cumulative Grade Point Average (CGPA) earned towards the completion of all the eight semesters of the programme and the corresponding overall alpha-sign grades. If some candidates exit at the completion of first, second or third year of the four years Undergraduate Programmes, with Certificate, Diploma or the Basic Degree, respectively, then the results of successful candidates at the end of second, fourth or sixth semesters shall also be classified on the basis of the Cumulative Grade Point Average (CGPA) obtained in the two, four, six or eight semesters, respectively for award of:

- Certificate in Arts/ Science/ Commerce;
- Diploma in Arts/ Science/ Commerce;
- Bachelor's Degree in Arts/ Science/ Commerce and
- Bachelor's Degree with Honors in a Discipline/Subject

(c) Further, the successful candidates at the end of tenth semester of the integrated Master's Degree Programmes, shall also be classified on the basis of CGPA obtained in the ten semesters of the Programmes. Likewise, the successful candidates of one year or two semesters Master's Degree Programmes are also classified on the basis of CGPA of two semesters of the Master's Degree Programmes in the following manner:

1 Semester CPA/ Program CGPA	Alpha-Sign / Letter Grade	Semester/Program % of Marks	Result / Class Description
9.00 -10.00	O (Outstanding)	90.0 -100	Outstanding
8.00 - < 9.00	A+ (Excellent)	80.0 - < 90.0	First Class Exemplary
7.00 - < 8.00	A (Very Good)	70.0 - < 80.0	First Class Distinction
6.00 - < 7.00	13+ (Good)	60.0 - < 70.0	First Class
5.50 - < 6.00	B (Above Average)	55.0 - < 60.0	High Second Class



5.00 - < 5.50	C (Average)	50.0 - < 55.0	Second Class
4.00 - < 5.00	P (Pass)	40.0 - < 50.0	Pass Class
Below 4.00	F (Fail)	Below 40	Fail/Reappear
Ab (Absent)	-	Absent	-

**REJECTION OF RESULTS:**

- A candidate may be permitted to reject result of the whole examination of any semester. Rejection of result for a course/paper/subject shall not be permitted.
- The candidate who has rejected the result shall appear for the immediately following examination.
- The rejection shall not be exercised more than once for a semester and the rejection once exercised shall not be revoked.
- Application for rejection of results along with the payment of the prescribed fee shall be submitted to the Registrar (Evaluation) through the College of study together with the original statement of marks within 30 days from the date of publication of the result.
- A candidate who rejects the result is eligible for only class and not for ranking.

**IMPROVEMENT OF RESULTS:**

- A candidate who has passed in all the papers of a semester may be permitted to improve the result by reappearing for the whole examination of that semester.
- The reappearance may be permitted during the period N+2 years (where N refers to duration of the program) without restricting it to the subsequent examination only.
- The student may be permitted to apply for improvement examination 45 days in advance of the pertinent semester examination whenever held.
- If a candidate passes in all the subjects in reappearance. higher of the two aggregate marks secured by the candidate shall be awarded for that semester. In case the candidate fails in the reappearance, candidate shall retain the earlier result.
- A candidate who has appeared for improvement examination is eligible for class/CGPA only and not for ranking.
- A candidate who wants to improve the result or who, having failed, takes the examination again or lo has appeared for improvement shall retain the IA marks already obtained,
- A candidate who fails in any of the semester examinations may be permitted to take the examinations again at a subsequent appearance as per the syllabus and scheme of examination in vogue at the time the candidate took the examination for the first time. This facility shall be limited to the following two years.

### POWER TO REMOVE DIFFICULTIES

If any difficulty arises in giving effect to the provisions of these regulations, the Vice-Chancellor may by order make such provisions not inconsistent with the Act, Statutes, Ordinances or other Regulations, as appears to be necessary or expedient to remove the difficulty. Every order made under this rule shall be subject to ratification by the Appropriate University Authorities.

Modifications to the Regulation:

Notwithstanding the foregoing, any amendments/modifications issued or notified by the University Grants Commission/Higher Education Council, General Education Council or the State Government, from time to time, shall be deemed to have been incorporated into these Regulations and Shall constitute an integral part of these Regulations.

### REPEAL AND SAVINGS

The existing Regulations governing three years Bachelor degree programmes in the faculties of Arts, Science and Commerce shall stand repealed. However, the above Regulations shall continue to be in force for the students who have been admitted to the course before the enforcement of this regulation.

\*\* Adopted from Gulbarga University CBCS Regulations and NEP 2020 Regulation

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